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From: Jess Boyle <Jess.Boyle@mail.wvu.edu>
Sent: Monday, February 07, 2011 2:00 PM
To: Khan, Annie (DPH)
Subject: Welcome to Transition to Leadership
Attachments: Transition to Leadership Syllabus.PDF

Hello Annie,

Welcome to the online **Transition to Leadership** course. We hope that you enjoy this course. If you have any questions or comments, please do not hesitate to contact me at jess.boyle@mail.wvu.edu. You can also use the in-course e-mail. I will try to answer you as soon as possible; however, email and phone messages are not checked over the weekends.

Important Note: Please allow up to five days for your enrollment in the course to be processed. You will receive an e-mail from Extended Learning with your log-in information when this is completed.

Course information:

The Transition to Leadership course has a suggested 1 hour time line to be completed. This is a sufficient amount of time to complete the course, but if you need additional time you have until **June 30, 2011**. I have attached the syllabus for the course to this e-mail. A copy of this syllabus can also be found on e-Campus through the syllabus tab.

Assessments:

This course has the following assessments: Pretest, Quizzes 1-4, Course Evaluation, and Post Test. The assessments follow a release schedule based on what you have previously completed. You must take the Pretest before any of the Quizzes become available. You must finish all Quizzes before the Course Evaluation will become available. All of the previously mentioned assessments must be completed before the Post Test is available.

Grades:

You must have a grade of 80% or better in all assessments (quizzes and Post Test) and Discussion Posts in order to pass the course.

Discussion Posts

Please take a moment to introduce yourself. Let us and your fellow class members know more about what you do. You can click on the Discussion Area on the Course Tools. Also, if you feel that a topic yields to a discussion, please feel free to use the Discussion Area. We will also have required discussions topics throughout the course.

We monitor each student's progress once registered and if the course is not accessed (nor completed) within the semester then the **\$30 no-access/no-completion fee** will be charged to you.

Once again, if you have any questions please let me know.

Thank you,
Jess

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